

SiteManager **Training Manual**



Module F

Chapter 5

Materials Management (+)

Sampling and Testing (+)

F-5-2

Find Sample

Student's Version

Indiana Department of Transportation
June 2007 Version 3.7b

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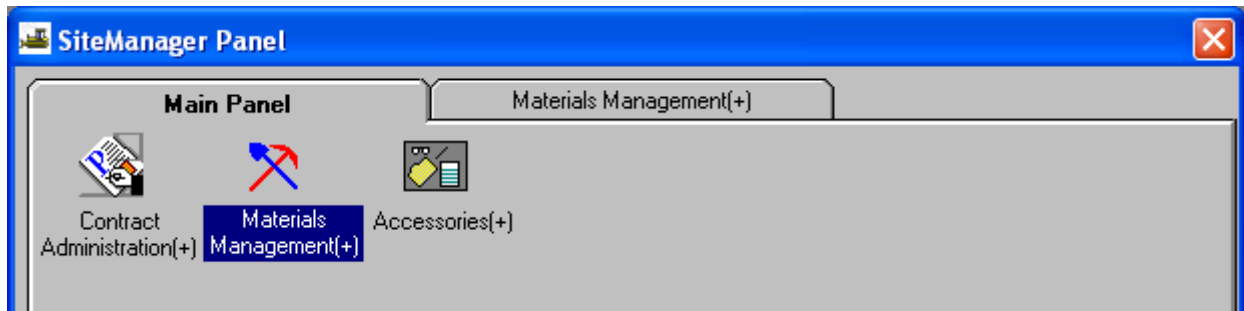
Find Sample

This module will explain how to search for a sample record(s) by matching selected parameters.

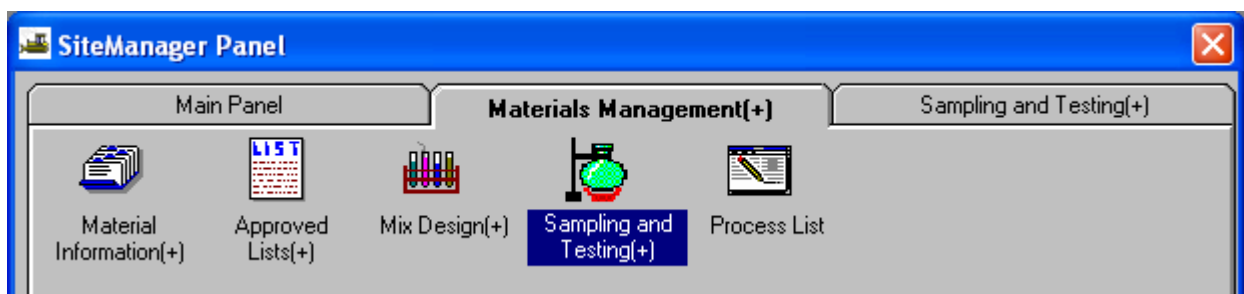
This window is used when limited information is known about a sample. This window will not be used when the Sample ID is already known.

Selecting multiple parameters will reduce the number of records that will be returned. One or a combination of parameters can be used to search for sample records.

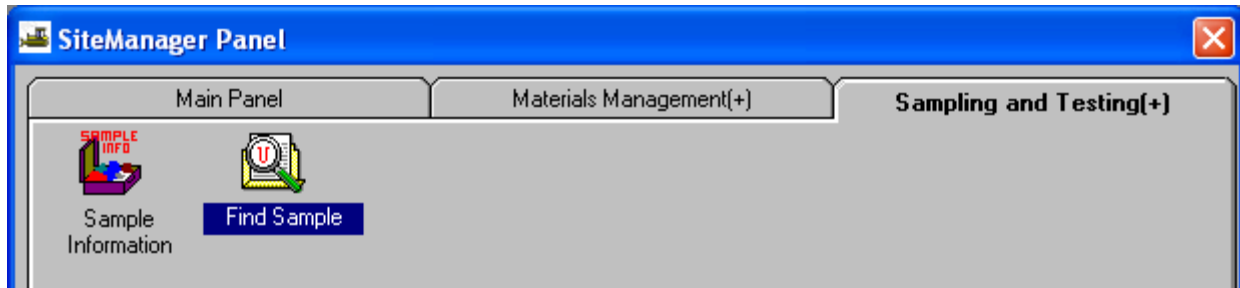
It is important to note that in order for any sample to be shown, it must meet all the parameter selected in the **Find Sample Parameters** window. For example, if two parameters are selected, and a given sample meets only one of the two parameters, it will not be shown on the list.



“Double-click” on **Materials Management (+)** located on the Main Panel.



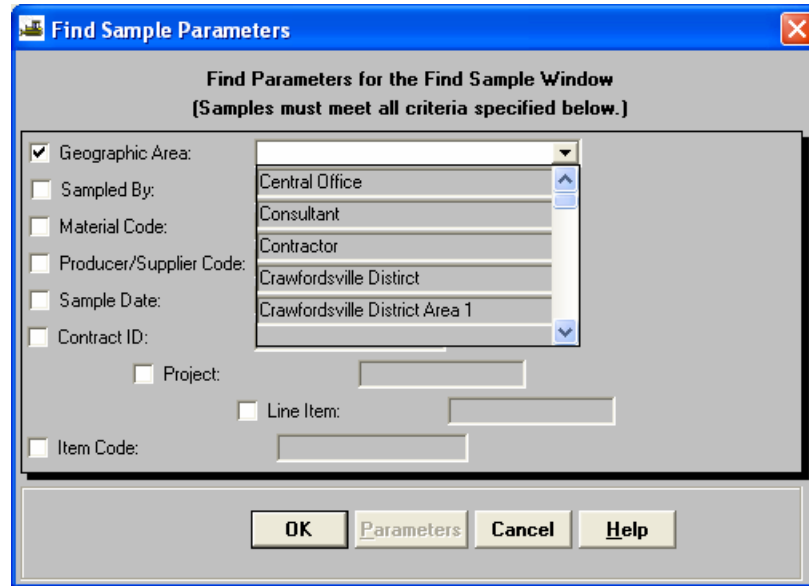
“Double-click” on **Sampling and Testing (+)**.



“Double-click” on **Find Sample**.

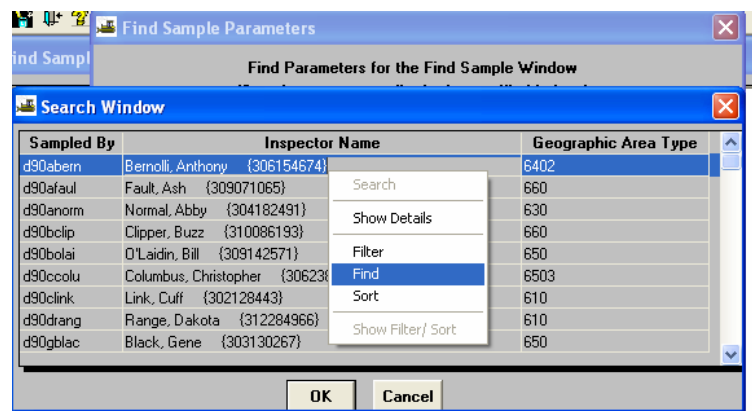
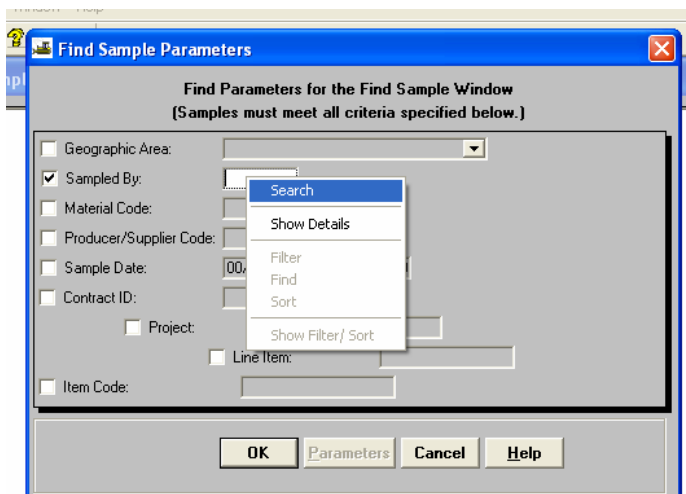
The image shows a dialog box titled "Find Sample Parameters" with a blue title bar and a close button. The main area of the dialog box is titled "Find Parameters for the Find Sample Window" and includes a subtitle "(Samples must meet all criteria specified below.)". Below this, there is a list of search criteria, each with a checkbox and a corresponding input field: "Geographic Area:" (a dropdown menu), "Sampled By:" (a text field), "Material Code:" (a text field), "Producer/Supplier Code:" (a text field), "Sample Date:" (two date fields separated by "till"), "Contract ID:" (a text field), "Project:" (a text field), "Line Item:" (a text field), and "Item Code:" (a text field). At the bottom of the dialog box, there are four buttons: "OK", "Parameters", "Cancel", and "Help".

The **Find Sample Parameters** window opens. A combination of parameters can be used to narrow the search for the sample.



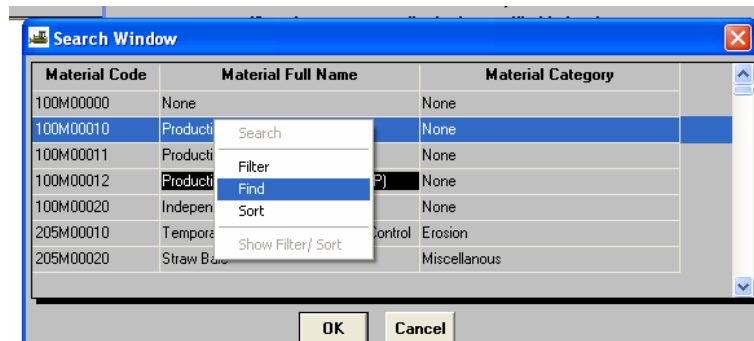
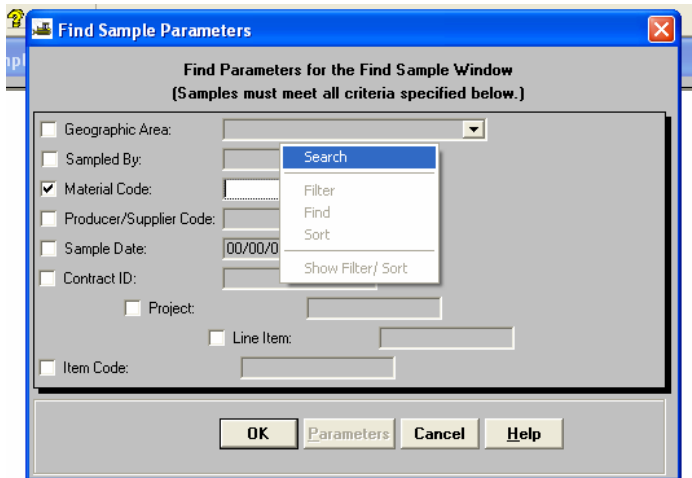
Geographic Area: selecting this parameter results in a list of sample records specific to the area where the material was sampled.

“Click” on the **Geographic Area** check-box, if applicable. “Click” on the appropriate **Geographic Area** from the drop-down list.



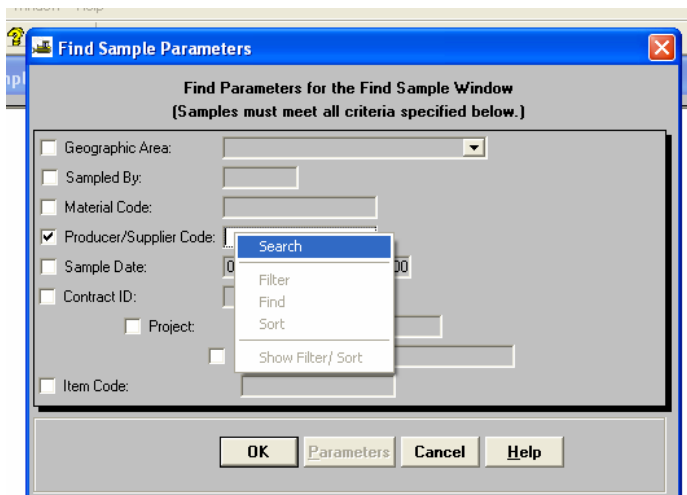
Sampled By: Selecting this parameter results in a list of sample records specific to the sampler's user ID.

“Click” on the **Sampled By** check-box, if applicable. “Right-click” in the **Sampled By** field and “click” on **Search**. Use the Scroll or Find/Filter/Sort technique to locate the appropriate sampler. “Double-click” on the appropriate **Sampled By** user id.



Material Code: Selecting this parameter results in a list of sample records specific to the material code selected.

“Click” on the **Material Code** check-box, if applicable. “Right-click” in the **Material Code** field and “click” on **Search**. Use the Scroll or Find/Filter/Sort technique to locate the appropriate sampler. “Double-click” the appropriate **Material Code**.



Producer/Supplier Code: Selecting this parameter results in a list of sample records specific to the Producer/Supplier Code selected.

“Click” on the **Producer/Supplier Code** check-box, if applicable. “Right-click” in the **Producer/Supplier Code** field and “click” on **Search**. Use the Scroll or Find/Filter/Sort technique to locate the appropriate sampler. “Double-click” the appropriate **Producer Supplier Code**.

Sample Date: Selecting this parameter results in a list of sample records specific to the range of sample dates entered. Be careful here, because the date format for this field is different than any other date field within SM. All four digits are required for the year. A date must be entered in both fields. If only one date is to be searched, enter the same date in both fields.

“Click” on the **Sample Date** check-box, if applicable.

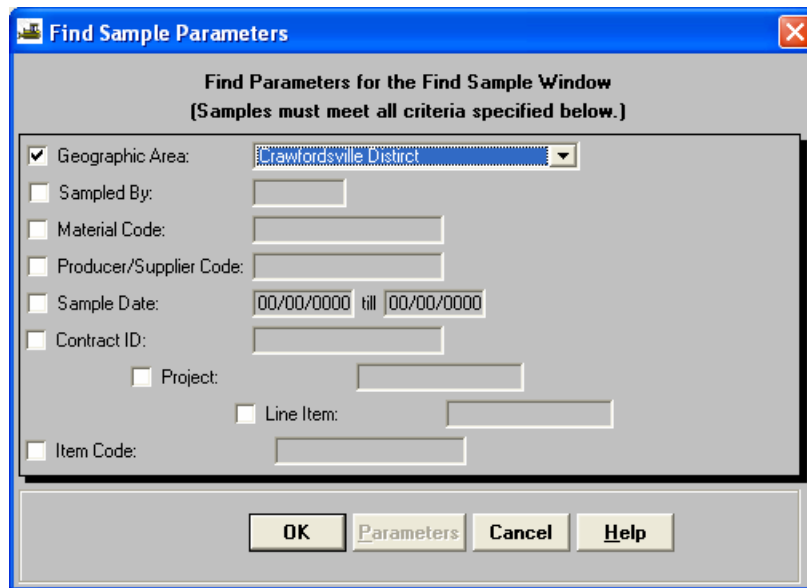
“Enter” the start date and ending date in the **Sample Date** fields in the mmddyyyy format.

Contract ID: **Contract ID** is the identification number assigned to the contract.

Project: **Project** is the unique identifier for the project.

Line Item: **Line Item** is the bid proposal line number for the work item.

Item Code: **Item Code** is the INDOT defined code describing the work item.



Find Sample Parameters

Find Parameters for the Find Sample Window
(Samples must meet all criteria specified below.)

☒ Geographic Area: Newfordsville District

☐ Sampled By:

☐ Material Code:

☐ Producer/Supplier Code:

☐ Sample Date: 00/00/0000 till 00/00/0000

☐ Contract ID:

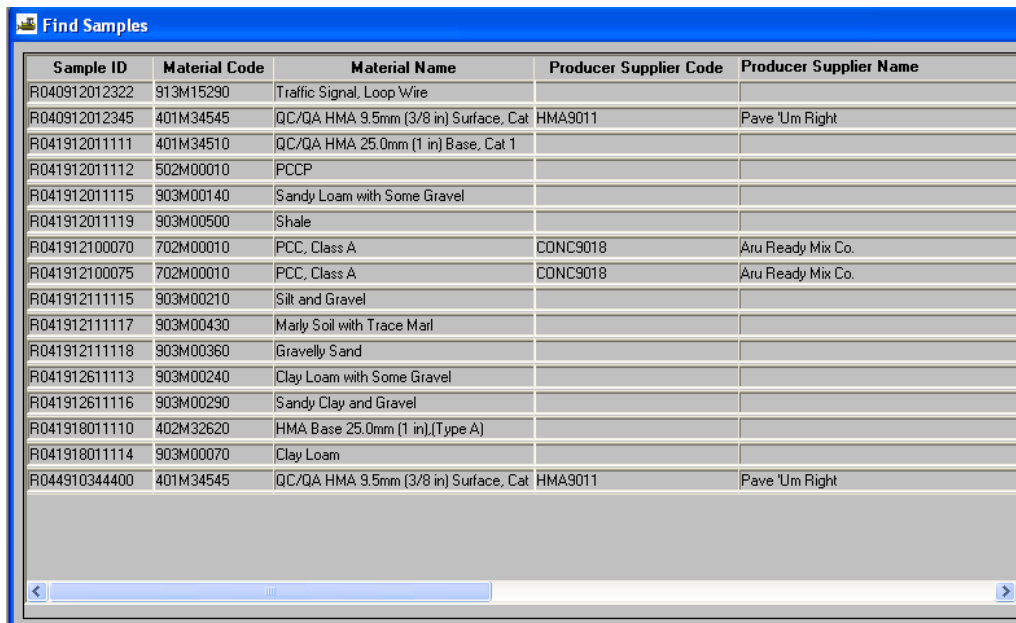
☐ Project:

☐ Line Item:

☐ Item Code:

OK Parameters Cancel Help

After all known parameters are set, “click” the **OK** button.

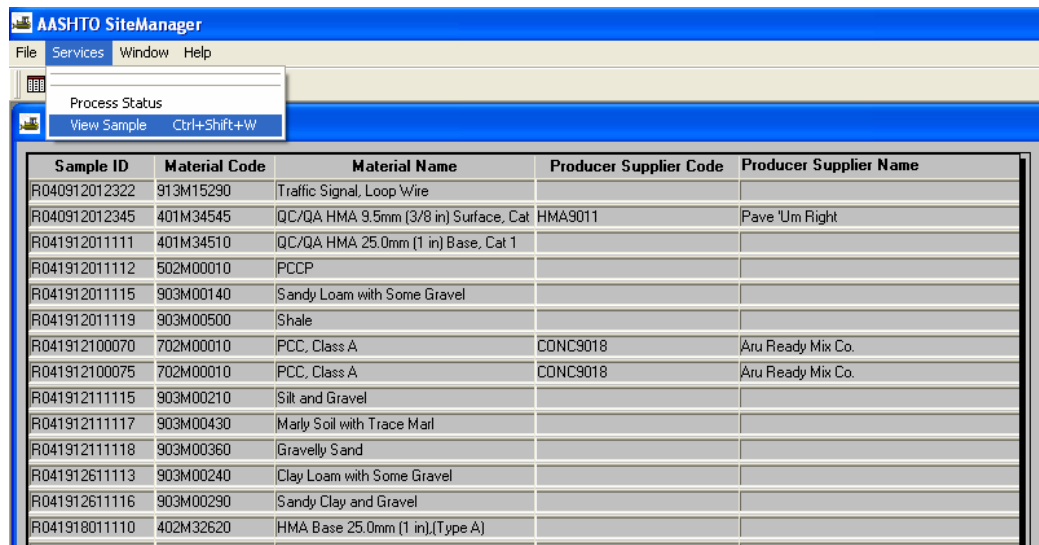


| Sample ID | Material Code | Material Name | Producer Supplier Code | Producer Supplier Name |
|---------------|---------------|---------------------------------------|------------------------|------------------------|
| R040912012322 | 913M15290 | Traffic Signal, Loop Wire | | |
| R040912012345 | 401M34545 | QC/QA HMA 9.5mm (3/8 in) Surface, Cat | HMA9011 | Pave 'Um Right |
| R041912011111 | 401M34510 | QC/QA HMA 25.0mm (1 in) Base, Cat 1 | | |
| R041912011112 | 502M00010 | PCCP | | |
| R041912011115 | 903M00140 | Sandy Loam with Some Gravel | | |
| R041912011119 | 903M00500 | Shale | | |
| R041912100070 | 702M00010 | PCC, Class A | CONC9018 | Aru Ready Mix Co. |
| R041912100075 | 702M00010 | PCC, Class A | CONC9018 | Aru Ready Mix Co. |
| R041912111115 | 903M00210 | Silt and Gravel | | |
| R041912111117 | 903M00430 | Marly Soil with Trace Marl | | |
| R041912111118 | 903M00360 | Gravelly Sand | | |
| R041912611113 | 903M00240 | Clay Loam with Some Gravel | | |
| R041912611116 | 903M00290 | Sandy Clay and Gravel | | |
| R041918011110 | 402M32620 | HMA Base 25.0mm (1 in),(Type A) | | |
| R041918011114 | 903M00070 | Clay Loam | | |
| R044910344400 | 401M34545 | QC/QA HMA 9.5mm (3/8 in) Surface, Cat | HMA9011 | Pave 'Um Right |

A list of all Sample Records matching all the parameters that were selected will appear.

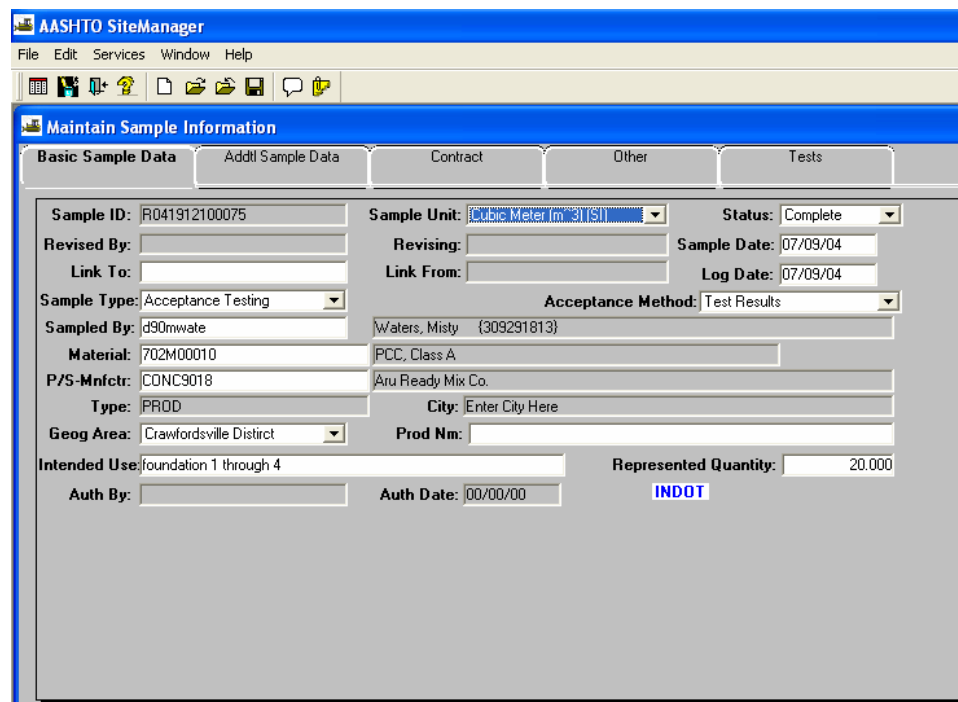
The list can be put into ascending order but there is no other search or find available. To find the desired sample, the scroll bar will need to be used to move up and down a large list of sample records.

If a new search is desired, click the **Open** icon on the tool bar. This will open a new parameter window. Set the new search parameters and click **OK** again and the new list will appear.



| Sample ID | Material Code | Material Name | Producer Supplier Code | Producer Supplier Name |
|---------------|---------------|---------------------------------------|------------------------|------------------------|
| R040912012322 | 913M15290 | Traffic Signal, Loop Wire | | |
| R040912012345 | 401M34545 | QC/QA HMA 9.5mm (3/8 in) Surface, Cat | HMA9011 | Pave 'Um Right |
| R041912011111 | 401M34510 | QC/QA HMA 25.0mm (1 in) Base, Cat 1 | | |
| R041912011112 | 502M00010 | PCCP | | |
| R041912011115 | 903M00140 | Sandy Loam with Some Gravel | | |
| R041912011119 | 903M00500 | Shale | | |
| R041912100070 | 702M00010 | PCC, Class A | CONC9018 | Aru Ready Mix Co. |
| R041912100075 | 702M00010 | PCC, Class A | CONC9018 | Aru Ready Mix Co. |
| R041912111115 | 903M00210 | Silt and Gravel | | |
| R041912111117 | 903M00430 | Marly Soil with Trace Marl | | |
| R041912111118 | 903M00360 | Gravelly Sand | | |
| R041912611113 | 903M00240 | Clay Loam with Some Gravel | | |
| R041912611116 | 903M00290 | Sandy Clay and Gravel | | |
| R041918011110 | 402M32620 | HMA Base 25.0mm (1 in)(Type A) | | |

Once the desired sample is located and highlighted, “click” on **Services** on the toolbar and “click” on **View Sample**. Otherwise, “click” the **Close** icon to exit the **Find Samples** window.



AASHTO SiteManager
File Edit Services Window Help

Maintain Sample Information

Basic Sample Data Addtl Sample Data Contract Other Tests

Sample ID: R041912100075 Sample Unit: Status: Complete

Revised By: Revising: Sample Date: 07/09/04

Link To: Link From: Log Date: 07/09/04

Sample Type: Acceptance Testing Acceptance Method: Test Results

Sampled By: d30mwate Waters, Misty {309291813}

Material: 702M00010 PCC, Class A

P/S-Mnfctr: CONC9018 Aru Ready Mix Co.

Type: PRODD City: Enter City Here

Geog Area: Crawfordsville District Prod Nm:

Intended Use: foundation 1 through 4 Represented Quantity: 20.000

Auth By: Auth Date: 00/00/00 **INDOT**

The selected Sample Record opens.

F-5-2-1 Group Exercise

In the following exercise, you will find a sample record created by d90rreel,

Log into SM as inquire

Password pass

Navigation from **Main Panel:**

Double-click on **Material Management (+)** icon

Double-click on **Sample and Testing (+)** icon

Double-click on **Find Sample** icon

Click the **Sample By** check box (ON).

Using the *right* mouse button, click the **Sampled By** field.

From the object menu, click the **Search** choice.

In the list box, scroll to and click the d90rreel.

Click **Ok**.

Click **Ok**.

Click the **Close** button.

F-5-2-1 Individual Exercise #1

Find all sample records for Material code 401M34545

F-5-2-1 Individual Exercise #2

Find all sample records created in LaPorte District geographic area.